



Willingdon

COMMUNITY SCHOOL

Letting Policy

Including Charges, Terms and Conditions – 2025/26

Date reviewed and approved by the Governing Body: 23rd Sept 2025

To be reviewed: Term 6 2026

Staff Responsible: Andy Webb, Business Manager

Link Governor: James Martin, Chair of Finance

Applications

All applications for use of School premises must be made to the Business Manager.

A Letting Booking form, (separate document) in conjunction with Terms, Conditions and Charges will be sent to the hirer for completion. The hirer will be advised of the charges at the time of enquiry.

The letting does not come into force until agreed and signed by the Business Manager and/or Site Manager.

The Business Manager will liaise with the Site Manager/SLT as required on new hirers.

Cancellations

The school will reserve the right to cancel any letting if the accommodation is required for urgent official or academic business.

The hirer will notify the school at least 48 hours before the letting is due to take place. Failing to do so will result in the hirer being charged for the let.

The Business Manager will notify the Site Manager of any cancellations or alterations to bookings and vice versa.

Conditions

The school premises will be left clean and tidy after use. No equipment will be used unless previously requested.

The school has a strictly no smoking policy, including the school grounds.

The school will not be responsible for their own insurance to cover personal accidents, third party claims, loss or damage caused by the hirer to the fixtures, fittings, furniture, equipment or school grounds. The hirer will be required to confirm whether they have public liability insurance, and to provide evidence of a valid insurance certificate if this is the case. The School, can on the basis of no public liability insurance being in place for the hirer, arrange in advance, insurance to cover the letting, subject to a separate charge.

The hirer will follow all additional conditions listed in the terms of hire, including ensuring safeguarding procedures are followed, in conjunction with the School's Safeguarding and Child Protection Policy, available via <https://willingdonschool.org.uk/key-information/school-policies>

Hire of School Meals Kitchens

The Kitchen is available for hire, subject to agreement with the Cook Supervisor

Hire of School Playing Fields and Playground

The playing fields/playground are available for hire, subject to agreement with Head of P.E.

Letting Charges for 2025/26 (Sept 2025 to Aug 2026)

Per Hour

Sports Hall (incl. access to changing facilities)

45.00 (weekday use)

**Weekend rates are available upon request.*

School Hall (With Heating)

Weekday 35.00

Saturday 42.00

Sunday 48.00

Main Hall (Without Heating)

Weekday 30.00

Saturday 35.00

Sunday 38.00

Room Charges

Drama Studio 30.00

Dining Hall 22.00

Kitchen (washing up facilities only*) 17.50

Classroom 17.50

IT or Food Skills Classroom 22.00

Playground/Playing Field (no dogs allowed) 15.00

Unit (Caravan Lettings, per night) 10.00

**VAT can be added for additional equipment and some sporting lettings.*

Other facilities may be available, such as Stage Lighting in the Hall, projector use etc

For Hirers without public liability insurance, the school can arrange cover, at an additional cost.

Conditions governing the letting of School premises

1. General conditions.

1.1 Applications for the use of School premises must be made on the School Letting Booking Form and responsibility for their approval rests with the Governing Body. The person signing the application will be deemed to be the Hirer and must accept responsibility for ensuring compliance with these conditions.

1.2 Hirers will be notified at the same time the application is approved, of the current charge for the use of the facilities required. The School reserves the right to alter lettings charges after lettings have been agreed and Hirers will be notified of any increased charges.

Payments can be made in advance, at the time when the hiring is confirmed. If there is damage, or the need for site staff to work longer than expected after the letting, the Hirer will pay any subsequent account sent to them.

Accounts can be issued by the School after completion of occasional/short term lettings or periodically in the case of a regular long term letting. The Hirer must undertake to paying the account(s) promptly.

1.3 All bookings are regarded as provisional until the School sends official confirmation to the Hirer. The School reserves the right to cancel any letting if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed the hiring fee.

1.4 Any intention on the part of the Hirer to cancel a letting must be notified to the Business Manager at least 48 hours before the letting is due to take place. In the event of the Hirer failing to give adequate notice, an account may be issued in respect of any expenses incurred by the School in connection with the cancelled letting, alternatively any deposit made by the hirer would not be reimbursed.

1.5 The School Site Staff are expected to prepare for lettings, to do any necessary cleaning afterwards and where the School requires, be in attendance throughout the course of the letting. No payment should be made direct to Site Staff, since they will be paid by the Authority.

1.6 No structural alternations to School premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.

1.7 (a) The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Business Manager that the arrangements being made are adequate.

(b) The Hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the School grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid such damage and the Hirer will be required to meet the cost of making good any damage, however caused.

1.8 Hirers are responsible for arranging their own public liability insurance for

(a) personal accident;

(b) third party claims;

(c) any loss or damage to the School grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting.

If the Hirer does not have public liability insurance the School can arrange this, for a separate charge.

1.9 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are to be admitted, Hirers are advised to consult the Business Manager in advance to ensure that the School premises are adequately licensed for the purpose before

submitting a firm application. Evidence will be required of a license having been obtained as part of the school hire.

- 1.10 Footwear that is likely to cause damage to School floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.
- 1.11 Members of the public must not be admitted to the School premises after 10.00pm.
- 1.12 Alcoholic liquor must not be sold or consumed on the School premises unless specific approval has been given by SLT and/or the Governing Body. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence again rests upon the Hirer.
- 1.13 School premises must be left clean and tidy after use.
- 1.14 The Hirer must strictly adhere to the schools no smoking policy, which covers the premises and the school grounds.

2. Additional conditions governing the letting of School Meals Kitchens, School Playing Fields and Playgrounds.

School Meals Kitchens

- 2.1 When the Kitchen is used, the Cook Supervisor or another member of the catering staff must be in attendance throughout the letting, except where only tea or coffee is made and no cooking is involved. Hirers who wish to have permission to use the kitchen without catering staff present, must apply to the Business Manager when the letting application is made, and approval shall be sought from the Cook Supervisor on behalf of the catering provider. Reference shall also be made to the ESCC School Kitchen Hire guidance document, which covers the use of equipment, cleaning, and “nut free” policy.
- 2.2 Hirers will normally be expected to provide their own cutlery, crockery and condiments. All equipment and sinks must be left clean and tidy after use.
- 2.3 No animals are allowed in the Kitchen.

School Playing Fields and Playgrounds

- 2.4 If there is any doubt as to the fitness of the school grounds, the Hirer must consult the Business Manager or the Site Manager who will make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being deemed unfit for use by the Business Manager or the Site Manager immediately before a letting is due to take place, any letting charge already paid will be refunded and any account due will be cancelled.
- 2.5 Hirers must be responsible for ensuring that everyone taking part in lettings involving the School playing fields and playgrounds and all spectators are properly catered for and adequately supervised, this includes disabled toilet access provision, where applicable.
- 2.6 Casual spectators not connected with the letting must not be admitted.
- 2.7 Stakes or the like must not be driven into the ground.
- 2.8 Vehicles must not be driven over or parked upon the playing field at any time or parked on the playground unless permission has been specifically given.
- 2.9 Bonfires must not be lit, unless permission has been specifically given.
- 2.10 Animals must not be allowed on the playing field.
- 2.11 No marking out of pitches may be done except by the authorised ground staff, unless permission has been specifically given.

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- 2.12 Playgrounds and playing fields must be left in a clean and tidy condition after use.
 - 2.13 Any loudspeakers must be moderated so as not to cause a nuisance.
 - 2.14 Spiked boots/shoes must not be worn on any synthetic playing surface.
 - 2.15 The Business Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

3. Fire Precautions

- 3.1 The Hirer, or a responsible person nominated by him in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time a sufficient staff of competent attendants on duty on the premises. The person in charge shall not be engaged in any duties that will prevent him from exercising general supervision of the premises. The Hirer shall ascertain and comply with any special fire precautions contained in music, singing and dance, theatres, or any other licenses appropriate to their intended use of the premises.
- 3.2 The seating accommodation, gangway, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Authority acting on behalf of the Hiring Authority.
- 3.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 3.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at the function.
- 3.5 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the use of such portions. Doors and openings leading to portions of the premises not accessible to the public shall have notices placed over them indicating 'No Thoroughfare'.
- 3.6 Mats or other floor coverings shall be secured to prevent rucking and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 3.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 3.8 All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.
- 3.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:
 - (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
 - (i) The Institute of Electrical Engineers Regulations for the electric equipment of buildings.
 - (ii) The British Standard Specification and Codes of Practice.
 - (iii) The Electricity Supply Regulations.

and they shall only be installed by a qualified electrician (and PAT tested).

No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.

(b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.

(c) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.

(d) All temporary installations that have been installed shall be disconnected from the permanent installation immediately after the occasion for which they have been used.

(e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.

3.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of stage performances and exhibitions the local Fire Officer shall be consulted as to whether any special fire fighting equipment should be provided.

3.11 Thorough checks should be made by the Hirer at the end of the letting to ensure that no smouldering fires or cigarettes are left burning and that all doors and windows are properly secured.

3.12 If there is any doubt about the application of any of the above conditions, the advice of the Business Manager should be sought.

4. Safeguarding

4.1 Upon receipt of applications from Hirers, whose events could or would specifically involve the attendance of children, eg, Scouts etc, the School will request to see current and valid copies of safeguarding documentation (eg, DBS form) and shall record those reference details relating to said documentation. This will provide evidence of the suitability of the Hirer, and/or their staff/helpers, in working with children on the school premises. **Hirers will need to confirm in writing via the letting agreement form, that they have read the School's Safeguarding and Child Protection Policy available, via our website. The Hirer must confirm that, should their activity involves the attendance of children (under the age of 18), they accept full responsibility for their safeguarding and supervision during the hire period. Hirers must avoid taking photographs of displays within the school which are of the student community.**

4.2 Community users organising activities for children should make themselves aware of the Schools Child Protection guidelines and procedures, which are available on the school website, or in hard copy form, upon request.

This guide is intended for use in respect of short term use of the premises and agreements which are intended to give no right of occupation beyond the expiry of the agreement. Further advice should be sought where it is intended to grant use of the premises for periods of more than a few consecutive hours or days at any one time.

CONDITIONS OF LETTING

The let is subject to terms and conditions set by Willingdon Community School and East Sussex County Council. The Governors and Business Manager reserve the right to vary or cancel the let at any time without being responsible for any loss or damage incurred by the hirer. However, they will endeavour to give sufficient notice and reason for cancellation.

The Governors and Business Manager reserve the right to increase or subsidise charges at their discretion.

FOR MORE INFORMATION CONTACT:

The Business Manager
Willingdon Community School
Broad Road
Eastbourne
BN20 9QX

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